

OIS 86\*563  
10 November 1986

MEMORANDUM FOR: William F. Donnelly  
Deputy Director for Administration

FROM:   
Director of Information Services

STAT

SUBJECT: FOIA Processing

REFERENCES: A. Memo from DDA to D/OIS, dated 29 October 1986,  
Same Subject, DDA 86-1822  
B. Memo from DCI, dated 27 October 1986,  
Same Subject, ER 86-4997  
C. Letter from Congressman English, dated  
22 October 1986, Same Subject, ER 86-4926X

1. First, my thanks for your commendatory note on our FOIA achievements. We are proud, indeed.

2. You have asked for my reaction to the suggestions by the DCI for an employee notice and by Congressman English that we add to our normal annual report information on response time and backlog. We believe we should accept both suggestions.

3. We will soon forward for your approval a draft Employee Notice for signature by the Director.

4. With respect to the request by Congressman English, we have conferred with the Office of General Counsel and the Office of Congressional Affairs and have concluded that we can and will comply.

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Attachments:

- A. DDA 86-1822
- B. ER 86-4997
- C. ER 86-4926X

DDA REGISTRY  
FILE: 70-3

OIS/C/IPD/LSS/krc  5 November 1986

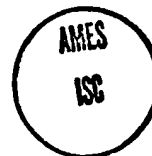
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**Distribution:**

Orig - Addressee

- ☒ - DDA (w/att)
  - 1 - D/OIS (w/att)
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Deputy Director  
for Administration

DDA 86-1822  
29 October 1986

NOTE FOR: Director of Information Services  
Chief, Information and Privacy  
Division, OIS

SUBJECT: FOIA Processing

Ben and Lee:

The attached two notes confirm my own observations that the Agency's FOIA processing is first-rate. I want to add my congratulations to that of the DCI and Chairman English for a job well done. What's your reaction to the suggestions made by each?



William F. Donnelly

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Atts:

- A. ER-86-4997
- B. ER-86-4926x

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Executive Registry

86- 4997

CIA-35  
-242-3

27 October 1986

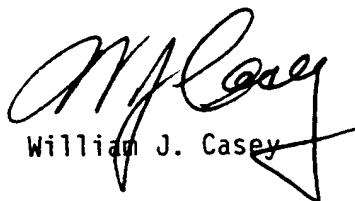
MEMORANDUM FOR: Deputy Director for Administration

FROM: Director of Central Intelligence

SUBJECT: Final Report on FOIA Processing Under the  
CIA Information Act

I read this report with a great deal of interest; the numbers are impressive indeed and everyone involved in this time-consuming and often frustrating function should be congratulated for their fine work. Please see that those who have contributed to this effort are aware that their contribution is very much appreciated.

I also believe this report warrants an employee notice summing up the benefits to the public and to the Agency which have been realized by the passage of the CIA Information Act, but I leave that to your judgment.

  
William J. Casey

cc: D/OIS

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# Congress of the United States

## House of Representatives

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85- 4926x

October 22, 1986

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The Honorable William J. Casey  
Director of Central Intelligence  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Casey:

I congratulate you and the members of the Central Intelligence Agency's Freedom of Information Act staff for the progress reflected in the fourth and final report filed under the requirements of the CIA Information Act of 1984. The reductions that have been achieved in both the backlog of FOIA requests and in the average response time are sizable.

I am especially pleased to learn that the CIA's commitment to improving the processing of FOIA requests will continue. Perfecting FOIA operations remains a high priority issue for the Subcommittee, and we will be continuing our oversight in the next Congress.

I suggest that the CIA keep on compiling information on backlogs and average response times that has been included in the semiannual reports filed under the CIA Information Act. It would be of great assistance to the Subcommittee if this information were routinely included in the report filed annually under the FOIA.

The improvements made to date fulfill the promises made at the time the original legislation was passed.

Sincerely,

  
Glenn English  
Chairman